



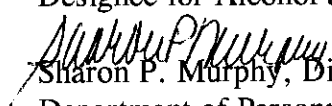
**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #09/98**

February 4, 1998

TO: All Department Heads  
Designee for Alcohol and Drug Testing

FROM:  Sharon P. Murphy, Director  
Department of Personnel

SUBJECT: TESTING FOR CONTROLLED SUBSTANCES

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As you know, NRS 284.4066 provides for the pre-employment drug testing of applicants for positions affecting public safety. It is the appointing authority's responsibility to identify the specific positions in his or her agency which affect public safety subject to the Personnel Commission's approval.

We are asking you to identify any classes or positions in your agency which you believe should be designated for pre-employment drug testing. In most cases, all positions in a particular class will be identified for inclusion. However, if only certain positions within a class affect public safety, please provide their position control numbers, class codes and titles, and a short reason why the positions are appropriate for inclusion in the testing plan.

A list of the classes or positions which you have identified should be submitted to Phil Hauck by February 18, 1998, for consideration and approval at the March Personnel Commission meeting. If you have any questions, please call him at 687-4053.

Thanks again for all your help.

SPM:dsb

cc: Phil Hauck, Supervisory Personnel Analyst, Department of Personnel